



The Supplier Development & Diversity Division

CERTIFICATION OVERVIEW

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Topics Covered:

- Who are we? (SDDD)
- What's the Benefit of Certification?
- Types of Certifications in Prince George's County
- Introducing the Certification & Compliance System (CCS) – Application procedures
- Site Visits
- Certification Acronyms

Supplier Development & Diversity Division

Supplier Development and Diversity Division (SDDD) is the official authorized certification agency for Prince George's County Government.

SDDD is committed to creating and maintaining a world-class environment for local businesses providing qualified and certified businesses equal access to Prince George's county procurement opportunities.

SDDD provides a public directory of all certified firms. Feel free to use the directory as a resource tool to identify certified Prince George's County suppliers as providers of goods & services, and/or contractors. SDDD strongly believes the certified firms in each directory have the skill and capability to deliver quality services and products.

What's the Benefit of Certification?



Benefits Of Certification

- Greater exposure to County Government and private sector contracting opportunities
- Certified firms appear on the SDDD Supplier Directory used by prime contractors, consultants, government agencies and private sector companies seeking a CBB, CBSB, CLB, or MBE participation.

Benefits of Certification

- Preference Points
- \$500K & above: 40% -> CBSB requirement
\$500K & below: 100% -> CBSB requirement
Construction: 20% -> MBE requirement
- *Or otherwise stated in the solicitation or proposal
- Only certified firms can fulfill the participation goals in the solicitation/proposal

Certification Types

- County-based Business (CBB)
- County-based Small Business (CBSB)
- County-Located Business (CLB)
- Minority Business Enterprise (MBE)

County Based Business Certification



Headquartered
in Prince
George's County

County Based Business Certification (CBB)

- A county based business is a business whose principal place of operation is headquartered within Prince George's County
- A county based business must operate as such for at least 1 full year
- Site visits are required for businesses that are not certified with any of the SDDD approved certifying agencies
- Certifications are valid for **one year only**

Certification Requirements

(County Based)

- ✓ Complete application (**Including Notarized Affidavit**)
- ✓ Copy of current MBE/DBE/SBE certification document from certifying organizations (if applicable)
- ✓ Copies of year-end financial statements of the business for the past 12 months
- ✓ Most recent Federal Tax Return (or IRS extension letter)
- ✓ Proof of good standing from the Maryland Department of Assessments & Taxation (www.dat.state.md.us)
- ✓ List of at least 3 business references
- ✓ List of 3 comparable past performances, performed in Prince George's County, within the last 3 years (if applicable)
- ✓ Official Articles of Incorporation or other organizational documents (i.e. licenses)

Certification Requirements (County Based)

- ✓ Lease/rental agreement or proof of real estate ownership (i.e. title or deed)
- ✓ Resume of all company executives, their work location, and whether they are County residents
- ✓ Organizational chart
- ✓ List of owners and percentage of ownership
- ✓ List of company assets and their location
- ✓ State I.D. or Valid Driver's License **AND** Proof of U.S. citizenship (e.g. Birth Certificate or Passport)
- ✓ Original/Amended Partnership and/or Joint Venture Agreements (if applicable)
- ✓ Number of total employees, and number of employees who are Prince George's County residents

Certification Requirements County Based Small Business (CBSB)

COMAR Employment Requirement
(Time of employment is for the past 3 years for all areas)

Wholesale Operations	Employed <50 people
Retail Operations	Employed <25 people
Manufacturing Operations	Employed <100 people
Service Operations	Employed <100 people
Construction Operations	Employed <50 people
Architect/Engineering Operations	Employed <100 people

Certification Requirements County Based Small Business (CBSB)

COMAR Gross Sales Requirement

Gross sales are averaged over the past 3 years for all areas

Wholesale Operations	Gross sales < \$4,000,000
Retail Operations	Gross sales < \$3,000,000
Manufacturing Operations	Gross sales < \$2,000,000
Service Operations	Gross sales < \$10,000,000
Construction Operations	Gross sales < \$7,000,000
Architect & Engineering Operations	Gross sales < \$4,500,000

Recertification – CBB & CBSB

- ✓ Complete application (**including notarized affidavit**)
- ✓ Copy of current certification document from one of the following organizations (MDOT, WMATA, VA, National or Capital Region MSDC, WPEO, USPAAC) *if applicable*
- ✓ Most recent Federal Tax Return (or IRS extension letter)
- ✓ Copies of year-end financial statements of the business for the past 12 months
- ✓ Contact SDDD if no company changes have been made to qualify for “No Change Affidavit”

County Located Business



Headquartered
outside of Prince
George's County

County Located Business (CLB)

- Created as an incentive to attract businesses to establish a location in the County
- Certifies businesses that are currently ineligible for County-based certification due to being headquartered outside of the County

Certification Requirements County Located Business (CLB)

County-Located Businesses must meet the following requirements:

- Has a County Office, **but is not a County-based business**; and one of the following:
 - ✓ Employs at least 5 full-time employees (FTEs) in the County-Located office for the duration of the County office's lease; or
 - ✓ Employs at least 3 FTEs in the County-Located office, with at least 2 of the FTEs being County Residents, for the duration of the County office's lease; or
 - ✓ Possesses an ownership interest in the building containing the County office that has at least 3 FTEs in the office for the duration of the ownership

Certification Requirements County Located Business (CLB)

County-Located Businesses must meet the following requirements:

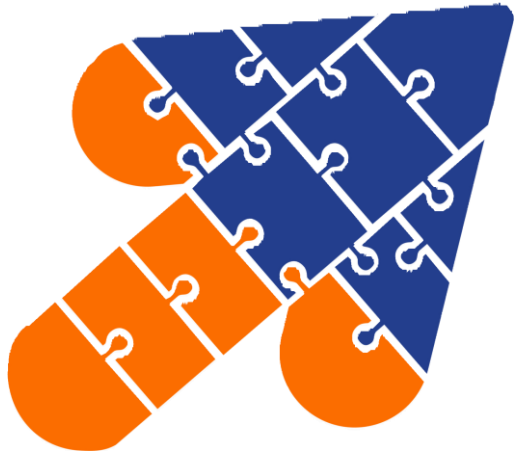
- Has a County Office, **but is not a County-based business**; and one of the following:
 - ✓ Employs at least 5 full-time employees (FTEs) in the County-Located office for the duration of the County office's lease; or
 - ✓ Employs at least 3 FTEs in the County-Located office, with at least 2 of the FTEs being County Residents, for the duration of the County office's lease; or
 - ✓ Possesses an ownership interest in the building containing the County office that has at least 3 FTEs in the office for the duration of the ownership

CLB Application Requirements

- ✓ Copy of current MBE/DBE/SBE certification document from certifying organizations (if applicable)
- ✓ Leasing or ownership documents (Including information regarding office dimensions, if applicable)
- ✓ Current payroll information (Documenting employment of current Prince George's County Residents)
- ✓ Copy of most recent Federal Income Tax Return **(or extension letter)**
- ✓ Current and valid business license or permit (for previous 12-month period)
- ✓ Copy of Maryland property tax information (required if you own County office)
- ✓ Certificate of Good Standing
- ✓ Complete application **(including notarized application)**

Recertification – CLB

- ✓ Completed CLB Recertification Application (including notarized Corporate Acknowledgement)
- ✓ Current payroll information (Documenting employment of current Prince George's County Residents)
- ✓ Certificate of Good Standing
- ✓ Most recent Federal Income Tax Return or official extension document for the most recent tax year
- ✓ Valid business license or permit for the preceding 12-month period (if applicable)



MBE Certification Process

MBE Certification

✓ 51% minority owned & operated

MBE Classifications

- ✓ African American
- ✓ Hispanic American
- ✓ Asian American
- ✓ Native American
- ✓ Aleut
- ✓ Eskimo
- ✓ Women
- ✓ Veteran (including Disable Veterans)

MBE Certification

3rd Party Certification Agencies Recognized by SDDD:

MDOT	Maryland Department of Transportation
WMATA	Washington Metropolitan Area Transit Authority
CRMSDC	Capital Region Minority Supplier Development Council
NMSDC	National Minority Supplier Development Council
WPEO	Women President's Educational Organization (WBENC)
VA	U.S. Department of Veterans Affairs
USPAAC	U.S. Pan Asian American Chamber of Commerce

MBE Requirements

- ✓ Complete application (**Including Notarized Affidavit**)
- ✓ Copy of current certification document from one of the following organizations (MDOT, WMATA, VA, National or Capital Region MSDC, WPEO, USPAAC)
- ✓ Current financial statement (income statement/balance sheet)
- ✓ Copy of supplier's most recent Federal Income Tax Return or extension letter
- ✓ Certificate of Good Standing



***Office of Central Services launched
September 1, 2019***

Vendor Registration & Application

- Register online at [CCS](#)
- Complete online vendor registration
- Complete Certification application(s)
- When applying for dual certification; a firm must complete one (1) application per certification category.

Note: Vendor Registration IS NOT Vendor Certification!

Submitting Your Application

- ✓ Complete all required field in the application
- ✓ Scan all documents and attach to applicable field
- ✓ Carefully review your application prior to submitting
- ✓ View status in CCS & Check messages for missing documents if applicable
- ✓ Feel free to contact SDDD for assistance/questions:
- ✓ **(301) 883-6480** or **SDDD@co.pg.md.us**

Certification Application Process

- Once a firm completes the application in CCS, a business analyst will review & receive the completed application.*
- The applicant will be notified if additional information is required.
- The average processing time is up to 10-30 business days.
Processing includes documentation review, site visits if applicable, follow up correspondence with firm(if applicable), and decision.
- Approval or Denial decisions will be distributed via email and CCS system notification.
- Feel free to contact a Business Analyst with questions or need assistance at (301)883-6480.

*Within expiration date to maintain the certification period.

Site Visits

Temporary Procedures for Conducting Site Visits

Until further notice, in lieu of physical site visits, the Supplier Development and Diversity Division will accept photographs from vendor applicants consisting of (a minimum of ten photos) to include five of the exterior/building space and five of the interior/office space:

Exterior: Address of the building, Business marquee, postal boxes, equipment\inventory associated with the firm's NAICS codes (i.e., dump trucks, construction equipment, etc.).

Interior: Entrance and exits to the office, common office area, workspaces and assets (i.e., telephones, CPUs, printer\copiers, etc.).

Prince George's County Certification Acronyms

CBSB	County-Based Small Business
CB/MBE	County-Based MBE
CBB	County-Based Business
CLB	County-Located Business
MBE	Minority Business Enterprise

Thank you for doing business with Prince George's County

Thank You

Prince George's County Office of Central Services
SUPPLIER DEVELOPMENT AND DIVERSITY DIVISION

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